

[Company Letterhead]

[Date]

[Employee Name]

[Employee ID]

[Current Department]

Subject: Acknowledgment of Management Relocation

Dear [Employee Name],

This letter serves as formal acknowledgment and confirmation of your upcoming relocation to the [New Location/Branch Name] office, effective [Effective Date].

As discussed, your position will remain [Job Title], reporting directly to [Manager Name]. Your core responsibilities will continue as outlined in your current job description, with any location-specific adjustments to be discussed upon your arrival.

The company will provide the following relocation assistance as per our policy:

- [Assistance Detail 1, e.g., Moving expenses reimbursement]
- [Assistance Detail 2, e.g., Temporary housing allowance]
- [Assistance Detail 3, e.g., Travel costs]

Please coordinate with the HR Department regarding the finalization of your moving timeline and the processing of any relocation stipends. We expect you to report to your new office location on [Start Date at New Location].

We appreciate your flexibility and commitment to [Company Name]. We are confident that your transition to the [New Location] team will be successful and beneficial for the organization.

Please sign and return a copy of this letter to acknowledge your receipt and acceptance of these relocation terms.

Sincerely,

[Signature]

[Name of Management Official]

[Title]

[Company Name]

Employee Acknowledgment:

I hereby acknowledge the terms of my relocation as outlined above.

Signature: _____ Date: _____